

**DODGE COUNTY**  
**LAND RESOURCES & PARKS DEPARTMENT**

127 E. OAK STREET • JUNEAU, WI 53039  
PHONE: (920) 386-3700 x2 • FAX: (920) 386-3979  
E-MAIL: landresources@co.dodge.wi.us

**CONDITIONAL USE PERMIT  
APPLICATION**

**Application Fee: \$350 (After the Fact Application Fee - \$700)**

Please complete page 1 and 2 of this application form and submit the application form with all of the required information listed in the "Application Checklist" for your project. **PRINT OR TYPE. Use blue or black ink, do not use pencil.** The Dodge County Land Resources and Parks Department will not consider your application unless you complete and submit this application form, the applicable information listed in the "application checklist" for your proposed project and the application fee. Personally identifiable information on this form will not be used for any other purpose, but it must be made available to requesters under Wisconsin's open records law [s.19.31-19.39, Wis. Stats.].

THIS AREA FOR OFFICE USE ONLY	
<b>Activity No.</b>	<b>Permit Issued Date</b>
Application Date:	Receipt #:
	Sanitary Permit #:

(1) NAMES & MAILING ADDRESSES		(2) PROPERTY DESCRIPTION					
Applicant (Agent)		Parcel Identification Number (PIN)					
Street Address		Town		T	N	R	E
City • State • ZipCode		1/4	1/4	Section	Acreage	Lot (Block)	
Property Owner (If different from applicant)		Subdivision or CSM (Volume/Page/Lot)					
Street Address		Address Of Property ( <b>DO NOT</b> Include City/State/ZipCode)					
City • State • ZipCode		Is this property connected to public sewer? <input type="checkbox"/> Yes <input type="checkbox"/> No					
(3) PROPERTY USE		(4) PROPOSED PROJECT					
<b>Current Use Of Property</b>  <input type="checkbox"/> Vacant Property <input type="checkbox"/> Single-Family Residential <input type="checkbox"/> Active-Working Farm Operation <input type="checkbox"/> Business • Industrial • Commercial • (Describe below) Other _____ _____		<b>(Please check/complete all that apply below)</b>  <input type="checkbox"/> Non-Farm Residential Lot <input type="checkbox"/> Single Family Residence <input type="checkbox"/> Two-Family Residence <input type="checkbox"/> Multi-Family Residence <input type="checkbox"/> Tavern or Restaurant <input type="checkbox"/> Professional Office <input type="checkbox"/> Non-Metallic Mine/Quarry <input type="checkbox"/> Wind Tower <input type="checkbox"/> Create/Expand Business <input type="checkbox"/> Wildlife Pond > 2-acres <input type="checkbox"/> Wireless Communications Tower <input type="checkbox"/> Contractor's Offices and Storage Yards <input type="checkbox"/> Filling, Grading or Dredging in the Shoreland District Other: _____ _____					
<b>DNR Notice</b> <b>DNR NOTICE:</b> You are responsible for complying with State and Federal laws concerning construction on or near wetlands, lakes and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources Wetlands Identification Web Page ( <a href="http://www.dnr.state.wi.us">www.dnr.state.wi.us</a> ) or contact a Department of Natural Resources Service Center.							
(5) CERTIFICATE							
I, the undersigned, hereby apply for a Conditional Use Permit and certify that all the information both above and attached is true and correct to the best of my knowledge. I affirm that I have read the DNR Notice shown above. I affirm that all work performed will be done in accordance with the Dodge County Land Use Code and with all other applicable laws and regulations. I hereby authorize members of the Dodge County Land Resources and Parks Department to enter the above-described property for purposes of obtaining information pertinent to my application request and to conduct land use code inspections.							
Signature _____				Date _____			
Daytime Contact Number (_____) _____ - _____							
AREA BELOW THIS LINE FOR OFFICE USE ONLY							
<b>LAND RESOURCES AND PARKS COMMITTEE ACTION</b>							
Date of Decision _____		Decision _____					
<input type="checkbox"/> <b>APPROVED</b>	CONDITIONS		<b>Land Resources and Parks Department</b>				
<input type="checkbox"/> <b>DENIED</b>			Date: _____				

[illegible]

THIS AREA FOR OFFICE USE ONLY

BOA ID No.	BOA Appeal Date	BOA P/H Date	BOA Decision Date	BOA Decision <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied
Notes/Stipulations:				
<input type="checkbox"/> Approved <input type="checkbox"/> Denied		Land Resources and Parks Department	Date	

## APPLICATION FORM COMPLETION TIPS

**Property Identification Number (PIN):** The PIN can be found in the upper right-hand corner of the tax bill for the property. Alternatively, the PIN can also be found using the [Land Records Search Tool](#) located on the Dodge County Website ([www.co.dodge.wi.us](http://www.co.dodge.wi.us)) or by contacting the County Property Description Office (920) 386-3770 ([propertydescription@co.dodge.wi.us](mailto:propertydescription@co.dodge.wi.us)).

**Riprap & Ag Ditch Cleanout Projects:** Additional supplemental forms/information may also be required.

**Barn Projects:** Depending upon the number of animals, an "Animal Units Worksheet" may also be required.

**Wireless Communication Facility Category 2 Collocation Projects:** – Submit two copies of detailed design specifications of the tower and supporting equipment which includes a side view illustration of the proposed tower showing the overall tower height and the proposed antennae locations.

**The Application must be signed and dated to be valid.** Application will not be processed without payment of the required fee.

**Property Line Location Markers:** The property owner is responsible to clearly mark the boundary lines and the boundary corners adjacent to where the proposed construction will take place. Markings shall be clearly visible and accurate prior to, as well as at, the time of inspection. This may be by means of the property owner marking the boundary line(s) and the boundary corner(s) themselves or having the boundary line and boundary corners surveyed and marked by a professional. If the location of the property line(s) marked by the property owner or his/her agent is not consistent with the location of the property line(s) shown on public records or if there is a disagreement by any of the parties involved about the location of the boundary line(s), the Department may require the property line(s) to be surveyed by a registered land surveyor at the owner's expense.

**Building Plans:** Building plans are a graphical representation of what a building will look like after construction. Building plans shall include all proposed construction including all proposed attachments or extensions from the main structure including decks, platforms, landings, patios, attached garages, porches, lean-to structures and overhangs greater than 2 feet in width, etc.

## SITE PLAN (SKETCH) COMPLETION TIPS

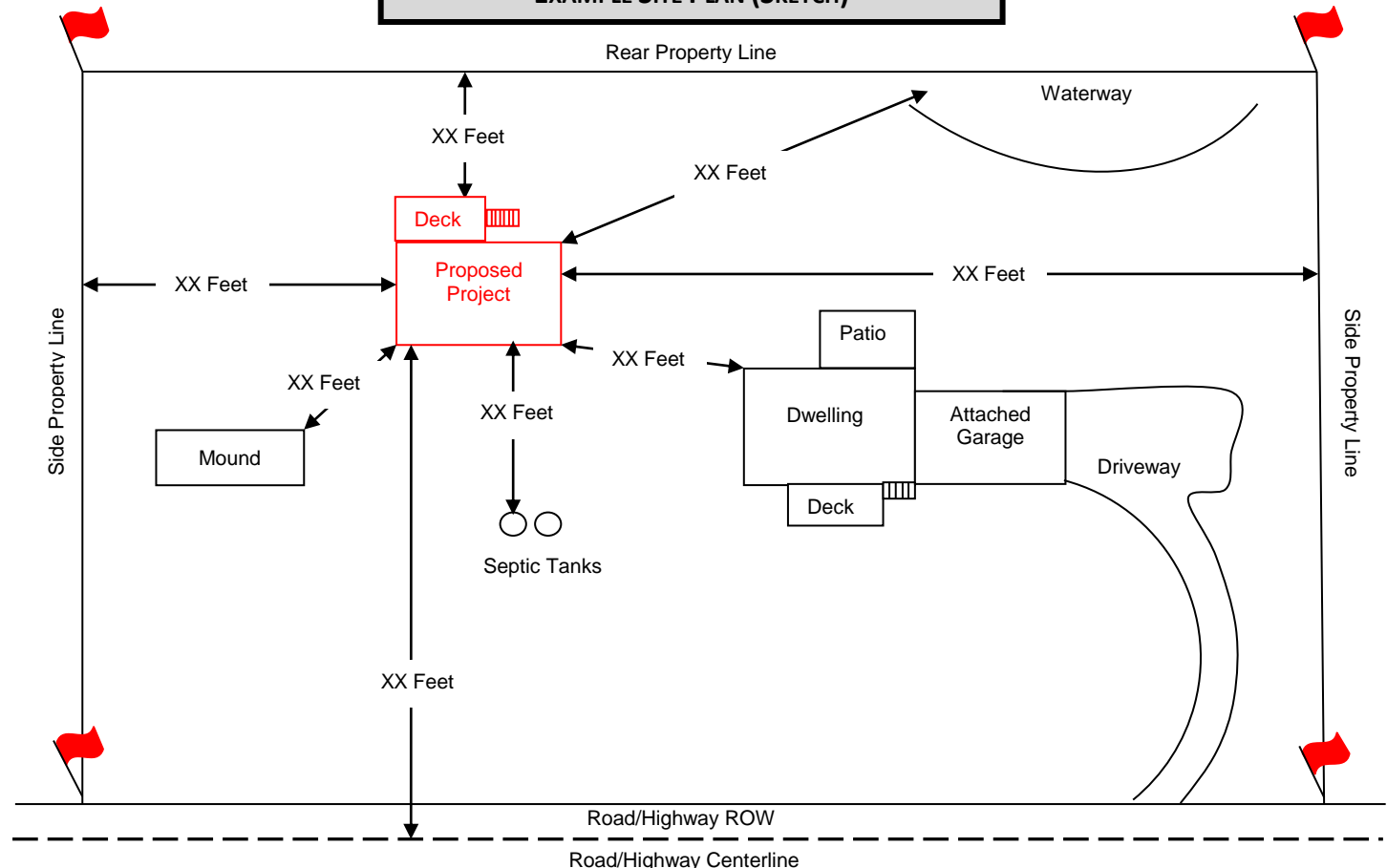
**ALL** applications must be accompanied by a site plan (sketch). You may use an aerial photo which can be obtained by using the Dodge County Web mapping tool at <http://dodgecowi.wxxtreme.com/>, the attached (blank) site plan or supply your own.

Where applicable, the site plan must show the setback or distance (either scaled or dimensioned) of the proposed project from such items as:

- ✓ Side and Rear Lot/Property Line(s)
- ✓ Abutting Road/Highway Centerline(s)
- ✓ Nearby Lakes and/or Creeks/Streams
- ✓ Nearest Adjacent Structure/Building on Lot
- ✓ Septic/Holding Tank and/or Pump Chamber
- ✓ Septic System Absorption Area (Mound, Trench, Drainline, etc.)

**NOTE:** Generally, setbacks (distances) greater than 200 feet can be estimated. Missing, ambiguous, imprecise or inaccurate information will result in delay in the review and/or issuance of the permit application.

### EXAMPLE SITE PLAN (SKETCH)



## OTHER GOVERNMENTAL CONTACT INFORMATION

The following is a listing of town(ship) representatives and other governmental agencies you should contact for any permits that may be required from them — in addition to any Dodge County permits that may be required.

**NOTE:** This list has been provided as an aid and may not list all agencies with permitting authority regarding your proposed (construction) project. Property owners are responsible for obtaining all other permits that may be required from other governmental agencies.

TOWN CONTACT INFORMATION			
TOWN	CONTACT PERSON	PHONE NO.	WEBSITE/EMAIL
Ashippun	Michelle Liesener (Clerk/Treasurer)	(920) 474-4781	www.townofashippun.org
Beaver Dam	Kristine Klodowski (Clerk)	(920) 887-0791	www.townofbeaverdam.org
Burnett	Chris Merkes (Clerk/Treasurer)	(920) 210-7892	www.townofburnett.com
Calamus	Marjorie Beilke (Clerk)	(920) 626-1029	www.townofcalamus.com
Chester	Jane Figge (Clerk)	(920) 318-9016	townofchester@hotmail.com
Clyman	Sandra Thoma (Clerk)	(920) 296-8749	www.townofclyman.org
Elba	Wendy Stoeckler (Clerk)	(920) 728-0269	www.townofelba.com
Emmet	Phyllis Westenberg	(920) 285-2327	www.emmettownship.com
Fox Lake	Raymond Caballero (Clerk)	(920) 763-7910	www.townoffoxlake.org
Herman	Alison Pecha (Clerk)	(920) 387-9322	www.townofherman.com
Hubbard	Carrie Neu (Clerk)	(920) 349-3223	www.townofhubbard.com
Hustisford	Kimberly Tennyson (Clerk)	(262) 490-4358	www.townofhustisford.com
Lebanon	Deb Behl (Clerk)	(920) 925-3846	www.townoflebanon.com
Leroy	Sandra Porter (Clerk)	(920) 583-0201	www.townofleroy.com
Lomira	Sharon Belling (Clerk)	(920) 948-3493	www.townoflomira.com
Lowell	Susan L. Caine (Clerk)	(920) 927-5787	www.townoflowell.com
Oak Grove	Laura Maertz (Clerk)	(920) 386-2765	Not Available
Portland	Nancy L. Thompson (Clerk)	(920) 478-3724	<a href="https://dsbatty.wixsite.com/townofportlandwi">https://dsbatty.wixsite.com/townofportlandwi</a>
Rubicon	Loni Jaeger (Clerk)	(262) 673-3413	www.townofrubicon.com
Shields	Susan Johnson (Clerk)	(920) 261-7154	www.townofshields.com
Theresa	Diane Steger (Clerk)	(920) 488-2033	www.townoftheresa.com
Trenton	Emily Kamphuis (Clerk)	(920) 583-6239	www.townshipoftrenton.com
Westford	Gail White (Clerk)	(920) 285-0755	www.townofwestford.org

OTHER CONTACTS		
AGENCY	CONTACT	PHONE NO.
Wisconsin Department of Natural Resources	Dale Rezabek	(920) 303-5440
U.S. Army Corps of Engineers	Brookfield Office	(651) 290-5732
U.S. Fish and Wildlife Service	Regional Office	(608) 742-7100
Dodge County Drainage Board	Charles Crave	(920) 478-2473
USDA – United States Dept of Agriculture	Farm Service Agency	(608) 662-4422

## Land Resources and Parks Department

### Boundary Line Policy

The location of a boundary line is a critical piece of information that land owners and permit applicants need to have before erecting a structure or installing a septic system on their property to ensure that the structures or septic systems don't encroach in your neighbor's property as it could result in costly legal disputes down the road. In an attempt to limit future encroachment issues, the following Boundary Line Policy has been created and will be used by the County staff for processing permit applications:

#### **Boundary Line Policy**

The property owner is responsible to clearly mark the boundary lines and the boundary corners adjacent to where the proposed construction will take place. Markings shall be clearly visible and accurate prior to, as well as at, the time of inspection. This may be by means of the property owner exposing and marking the boundary line(s) and the boundary corner(s) themselves or having the boundary line and boundary corners surveyed and marked by a registered land surveyor.

Prior to the construction or placement of a structure on a lot that will be located within 10 (ten) feet of the required setback line, the boundary line from which the setback must be measured must be clearly visible from one exposed previously surveyed corner to the other exposed previously surveyed corner or said boundary line shall be marked by a registered land surveyor at the owner's expense. Markings shall be clearly visible and accurate prior to, as well as at, the time of inspection. The owner/applicant also has the option to submit a plat of survey with the application to the Department from a registered land surveyor to document that the proposed project will be located in compliance with the applicable setback requirements.

If the location of the property line(s) shown by the property owner or his/her agent is not consistent with the location of the property line(s) shown on public records or if there is a disagreement by any of the parties involved about the location of the boundary line(s), the Department may require the property line(s) to be surveyed by a registered land surveyor at the owner's expense or the Department may require the owner/applicant to submit a plat of survey from a registered land surveyor at the owners expense to document that the proposed project will be located in compliance with the applicable setback requirements prior to the final review and issuance of the County permit.